

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER WASHINGTON



Washington State Department of
Health



energize your life!
Eat Healthy - Be Active

WASHINGTON STATE GUIDELINES TO HELP

energize your meetings

Everyone has been to an event where they can hardly keep their eyes open after lunch. If you are planning an event, you want to make sure your participants are energized and productive. By offering access to healthy foods and physical activity you will

- help attendees get the most out of the event
- support their overall health
- help reduce their risk for chronic disease and obesity, and
- model healthy behaviors.

Are you ready to make the healthy choice the easy choice at your meetings and events? Take a look at this guide developed by Washington State Department of Health. You'll find food and beverage standards to strive toward and physical activity suggestions to help you energize your meetings.

Energize your meetings: Food and Beverage Standards

Strive for a five star event. Check the boxes for all standards from one to five stars to offer the healthiest experience for event attendees.

Listed under each standard are suggestions of ways to meet it. For more ideas, see the menu suggestions and the recommended food choices list.

See attached menu suggestions and recommended food choices list for more ideas.

One Star | ★

- ☐ Follow your organization's existing policies and procedures
- ☐ Provide a tobacco free environment
- ☐ Remember food safety standards when serving food
 - Wash hands before serving foods—inadequate hand washing is a leading cause of foodborne disease
 - Keep hot foods hot and cold foods cold

Two Stars | ★ ★

- ☐ Meet the One Star Standard
- ☐ Ensure that having food at the event is necessary
- ☐ Give participants an opportunity to inform you of dietary needs or restrictions before the event (see sample registration question and food ideas on the Recommended Food Choices sheet)
- ☐ Take cultural food needs into account
 - Serve foods that are culturally appropriate for the event attendees
 - Serve pork products separately from other food products
 - Serve meat products on a separate dish from non meat products
 - Provide a vegetarian entrée option at meals

Three Stars | ★ ★ ★

- ☐ Meet the Two Star Standard
- ☐ Provide water in bottles or pitchers at breaks and meals
- ☐ Serve fruit or veggies at light refreshments and meals
 - Raw vegetables with hummus dip and low fat ranch dip
 - Green salad with low fat dressing on side
 - Individually packaged servings of baby carrots
 - Steamed or grilled vegetables with herbs or lemon
 - Fresh fruit tray with low fat yogurt dip
 - Fruit for the dessert
 - Whole fruit
- ☐ Provide choice of low calorie beverages when serving beverages other than water
 - Unsweetened iced tea with lemon
 - Diet soft drinks

Four Stars | ★ ★ ★ ★

- ☐ Meet the Three Star Standard
- ☐ Choose whole grains for snacks and meals
 - Whole grain pasta
 - Whole grain breads and rolls
 - Granola bars
- ☐ Provide low fat dairy at snacks and meals
 - Low or non fat yogurt
 - Low or reduced fat cheeses (See Recommended Food Choices for examples)
 - Low fat (1%) or non fat (skim milk)
- ☐ Serve lean meat and non meat protein options
 - Provide vegetarian choices (See Recommended Food Choices for examples)
 - Lean deli meats (8 grams fat per ounce)
 - Poultry with no skin

Five Stars | ★ ★ ★ ★ ★

- ☐ Meet the Four Star Standard
- ☐ Ensure healthy fats in foods
 - Pasta salad made with olive oil and vinegar
 - Trans fat free baked goods
 - Broth based soup rather than cream based soup
- ☐ Provide healthy portion sizes
 - Small or half bagels
 - 3-5 ounce servings of meat
 - Cakes and brownies in small serving sizes (2" square)
- ☐ Attempt to serve locally grown foods when possible
 - Ask your caterer about providing local foods
 - Purchase foods from local farmers market

energize
your meetings



energize your life!
Eat Healthy – Be Active

Physical Activity Suggestions

How active are your events? Give your participants the chance to be physically active throughout the day using these ten suggestions.

1. Schedule 15 minute breaks in the morning and afternoon
 - Schedule brief (5-10 minute) physical activity breaks led by a group member for the first half of the break
 - Activity should feel safe and fun for all group members
2. Leave time at lunch for physical activity
3. Include physical activity on the agenda so participants can plan appropriately
4. Use ice breakers that involve physical activity
5. To encourage physical activity throughout the meeting tell participants that the dress code is casual
6. If there are stairs, encourage participants to take them
 - Place signs near the elevators telling people where the stairs are
 - Point out location of stairs at beginning of meeting and at breaks
7. Choose a meeting location where participants can easily and safely take a walk
8. Provide participants with maps of the area showing good walking routes
9. If the event is in a hotel, give hours and location of gym or nearby recreational facility
10. Organize an early morning physical activity opportunity at over-night events

menu suggestions

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Try to have
vegetarian and
non vegetarian
entrées, and
plate them
separately.

Breakfast

- **Low fat breakfast burrito bar**—low fat, whole wheat flour or corn tortillas, scrambled eggs, sautéed onions and peppers, fresh tomatoes, salsa. Serve with fresh fruit tray
- **Oatmeal bar**—oatmeal with cinnamon, skim milk, raisins, almonds. Serve with fresh fruit tray



Plated breakfast example

- **Frittata**—Mushroom and spinach frittata. Serve with whole grain English muffin with jam and butter on the side, fresh cantaloupe wedge with purple grapes

Light Refreshments

- Fresh fruit skewers with low fat yogurt dip
- Raw vegetables with hummus dip and low fat ranch
- Light popcorn and roasted nuts (no or low salt, include soy nuts)
- Low fat granola bars and low fat yogurt
- Tortilla chips with salsa, guacamole and black bean dip
- Trail mix made of dried fruit, roasted nuts and seeds
- Reduced fat whole grain crackers. Serve with lean beef or turkey slices, low fat cheese such as string cheese
- Bagel selection (include whole grain) cut in half. Serve with low fat cream cheese, hummus, smoked salmon, peanut butter, low fat yogurt, whole fresh fruit, sliced vegetables
- Quick bread (banana, pumpkin) in small slices. Serve with fruit spread, margarine (no *trans* fats), hard boiled egg, whole fresh fruit, low fat granola, low fat yogurt



Lunch & Dinner

Boxed lunch examples

- **Chicken taco salad**—grilled skinless chicken, greens, tomato, bell pepper, onion, salsa, guacamole, low fat sour cream. Serve with baked tortilla chips, fresh fruit, small cookie
- **Garden wrap**—whole wheat wrap, low fat cream cheese, chopped spinach, artichoke hearts, diced red onion, shredded carrots, chopped green bell pepper, sliced cucumber. Serve with baked potato chips, fresh fruit, small cookie
- **Turkey sandwich**—whole wheat or rye bread, lean deli turkey, lettuce and tomato, mustard and low fat mayonnaise on the side. Serve with baked potato chips, whole fresh fruit, baby carrots, small brownie

Buffet lunch and dinner examples

- **Burrito bar**—grilled skinless chicken or pulled lean pork with vegetarian black beans, sautéed onions and peppers, steamed corn, low fat cheddar cheese, low fat whole wheat tortillas, steamed corn tortillas, salsa, low fat sour cream, guacamole, fresh tomatoes, leaf lettuce. Serve with side salad with low fat dressing, sorbet with berries
- **Meat and potatoes buffet**—3-5 oz portions of baked or grilled fish, skinless chicken, beef, or pork with choice of oven baked herbed potatoes or herbed wild rice, steamed vegetable (broccoli, green beans, carrots). Serve with green salad with low fat dressing on the side, baked apples or pears with vanilla low fat frozen yogurt

- **Pasta bar**—whole wheat pasta with choice of marinara or pesto sauce, sautéed vegetables, grilled skinless chicken. Serve with spinach salad with dried cranberries and chickpeas, low fat Italian dressing on the side, angel food cake with berries
- **Potato bar**—baked potatoes with low fat sour cream, bacon bits, broccoli, low fat cheddar cheese, green onions. Serve with choice of turkey chili or vegetarian chili, whole grain roll, salad with low fat dressing, low fat fruit crisp
- **Sandwich, soup and salad buffet**—sliced lean meats and cheeses, whole grain breads, leaf lettuce, sliced tomatoes, sliced red onions, sprouts, marinated red peppers, pickles, olives. Serve with salad with low fat dressing, broth based or skim milk based (not cream) soups, sweet relish, mustard, low fat mayonnaise on the side, fruit and yogurt parfait
- **Stir fry**—choice of skinless chicken breast or tofu with stir fried vegetables, steamed rice (brown if possible), cabbage salad with low fat dressing. Serve with fruit platter, fortune cookie

Plated lunch and dinner examples

- **Baked salmon fillet**—fillet of salmon with lemon dill sauce. Serve with baby green salad with choice of dressings on table, smashed red potatoes, steamed vegetables, and whole grain roll with white bean spread, low fat chocolate pudding with berries
- **Chicken cacciatore**—lean skinless chicken breast cooked in broth with tomatoes, onions, mushrooms and herbs. Serve with whole grain angel hair pasta, grated parmesan, whole grain roll with white bean spread, spinach salad with choice of dressing on table, sorbet with berries
- **Chicken or tofu teriyaki**—marinated grilled skinless chicken breast or tofu in a teriyaki sauce. Serve with Jasmine rice and generous portion of stir fried vegetables, Miso soup, green salad with dressing on table, sorbet with berries

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Always have fruits or vegetables at meals and light refreshments

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Document adapted in part from Public Health King County "Food and Physical Activity Guidelines for Healthy Meetings" available at <http://www.metrokc.gov/health/nutrition/meetings.htm>. | University of Minnesota School of Public Health, Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events | For more information, visit www.doh.wa.gov/cfh/NutritionPA/ or contact the Nutrition and Physical Activity Program at (360) 236-3695.

Energize Your Meetings

Recommended Foods and Beverages



For	Recommended	Not Recommended
BEVERAGES		
Coffee	Served with non fat (skim) or low fat (1%) milk	Served with half and half
Juice drinks	100% fruit or vegetable juice	Fruit or vegetable drinks or “ades”
Milk	Non fat (skim) or low fat (1%) milk, enriched low fat soy	Reduced fat (2%) or whole milk
Soft drinks	Diet soft drinks or reduced calorie “ades”	Full calorie soda or “ades”
Tea	Unsweetened iced tea with lemon slices or hot tea	Sweetened iced tea
FOODS		
Bagel	Small (3 ½”) or cut in half, whole wheat, whole grain, rye, or pumpernickel	Large (greater than 3 ½”)
Baked goods	Small slices of quick bread (such as pumpkin, oatmeal, and banana), lower fat lower sugar granola bars, or small muffins (made without trans fats or partially hydrogenated oil)	Doughnuts, sweet rolls, pastries, and large muffins
Bread	Good source of fiber, whole wheat, whole grain, rye, or pumpernickel	White or “wheat”
Cake	Small slices (2”) or low fat cake (such as angel food cake), served with fruit	Large slices or high fat cake (such as cheesecake)
Cereal	Whole grain, good source of fiber, lightly sweetened or unsweetened cereal (such as low fat granola or oatmeal)	Highly sweetened, low fiber
Cheese	Part skim mozzarella, skim ricotta, light cream cheese, reduced calorie cheddar, jack, parmesan, swiss, low fat American cheese	Large slices or cubes
Chips	Baked chips, pretzels, whole grain chips, tree nuts, or vegetables	Full fat chips
Crackers	Low or reduced fat, whole grain, brown rice crackers, whole wheat crackers	Full fat crackers
Desserts	Lower fat, lower calorie desserts (such as fresh fruit, low fat ice cream, low fat frozen yogurt, sherbet, sorbet, angel food cake with fruit topping and light whipped cream, or yogurt parfait with fruit topping and low fat granola)	High fat, high calorie desserts (such as ice cream, cheese cake, pie, cream puffs, large slices of cake)
Dips	Salsa, low fat cottage cheese, hummus, reduced or low fat salad dressing and dips made from low fat mayonnaise, low fat sour cream or reduced fat cream cheese	Dips made from mayonnaise, sour cream, cream cheese or cream sauce
Egg rolls	Fresh vegetable spring rolls	Fried egg rolls, fried spring rolls
English muffin	Whole wheat English muffin	White English muffin
Fruit	Fresh, dried, canned in juice	Sweetened, canned in syrup
Meatballs	Made with lean meat or turkey, served in broth or vegetable based sauce	Made with high fat meat, served in gravy or high fat sauces
Meat	Healthy cooking methods (Grilled, broiled, baked, poached, steamed or roasted), lean meats (poultry without skin, fish, lean beef, lean ham, or Canadian bacon), always offer a non meat entrée option	Unhealthy cooking methods (pan fried or deep fried), high fat meats (poultry with skin, bacon, sausage, and high fat cold cuts)
Mushrooms	Mushrooms stuffed with reduced or low fat cheese filling	Mushrooms stuffed with high fat cheese filling, or marinated in oil
Pasta salad	Whole wheat pasta made with reduced or low fat mayonnaise or oil based dressing	Made with mayonnaise or a cream based dressing
Pizza	Made with thin whole wheat crust, topped with tomato sauce, a thin layer of part skim mozzarella cheese, and vegetables	Made with thick crust, topped with high fat cheese and pepperoni, Italian sausage or other high fat meats
Popcorn	Reduced or low fat or “lite”	Buttered
Potatoes	Baked and served with low fat sour cream and vegetable toppings	Baked and served with butter, sour cream and bacon bits
Vegetables cooked	Healthy cooking methods (steamed, grilled, baked), marinated in vinegar and spices	Unhealthy cooking methods (fried), marinated in oil, served in cream sauce or butter
Vegetables raw	Fresh cut and served with low fat dressing, salsa, or tofu dip	Served with high fat dip
Rolls	Whole grain rolls, consider not serving rolls	Croissants or white rolls
Salad dressing	Low fat or fat free served on the side	Full fat served on the salad
Sandwich bread	Good source of fiber, whole wheat, whole grain, rye, or pumpernickel	Croissants, white bread, or “wheat” bread that does not say “whole wheat”
Seafood	Healthy cooking methods (broiled, grilled steamed, baked or poached), served with reduced or low fat tartar sauce or low sodium cocktail sauce, fish packed in water	Unhealthy cooking methods (deep fried), served in high fat sauces, fish packed in oil

Continued on next page. . .

Recommended foods and beverages continued. . .

Recommended Foods & Beverages		Food & Beverages Not Recommended
Soup	Made with broth, vegetable puree or skim milk, and vegetables	Made with cream or half and half, and only meat
Spreads	Light margarine (without trans fats), reduced or low fat cream cheese, spreadable fruit, jam, nut butters (without trans fats)	Butter, cream cheese, spreadable cheese
Sweets	Fresh fruit with low fat yogurt dip, small cookies, muffins cut in half or small muffins, small pieces of dark chocolate, hard candies	Large cookies, muffins
Yogurt	Light yogurt (low fat or low calorie)	Full fat, high calorie

www.doh.wa.gov/cfh/NutritionPA/

Definitions:

Lower sugar = less than 15g per 100 gram serving

*Fat Free = less than .5 grams per serving

*Low Fat = 3 grams or less per serving

*Reduced Fat = Fat has been reduced by at least 25% from the original product

*Good Source of Fiber = 2.5 or more grams or more per serving

*From U.S. Food and Drug Administration, Center for Food Safety and Applied Nutrition

Special Dietary Needs

Vegetarian diet: free of meat and meat products

- **Avoid serving meat products:** • Beef, chicken, pork, other meats • Seafood • Broth made from animal stock
- **Meat replacements for the vegetarian diet:** • Dry beans such as kidney, black, garbanzo, and lentils • Soy products such as tempeh and tofu • Nuts and seeds • Broth made from vegetable stock • Dairy products • Eggs
- **Vegetarian menu examples:**
 - Roasted vegetable and mozzarella wrap box lunch: Marinated, roasted and chilled eggplant, red and yellow peppers, red onion, zucchini with part skim mozzarella cheese in a whole wheat wrap. Serve with baked chips, small brownie, whole fruit
 - Hummus and pita lunch: Garbanzo bean spread, feta cheese, tomato, onions, olives, lettuce on whole wheat pita bread. Serve with small salad, light salad dressing, whole fruit, small cookie

Vegan diet: free of animal products

- **Avoid serving animal products:** • Beef, chicken, pork, other meats • Seafood • Dairy products • Eggs • Honey • Animal gelatin • Broth made from animal stock
- **Meat replacements for the vegan diet:** • Beans such as kidney, black, garbanzo, and lentils • Soy products such as tempeh and tofu • Nuts and seeds • Broth made from vegetable stock
- **Vegan menu examples (also appropriate for vegetarian diet):**
 - Roasted vegetable wrap box lunch: Marinated and roasted eggplant, red and yellow pepper, red onion, zucchini in a whole wheat wrap. Serve with baked chips, dark chocolate square, whole fruit
 - Portobello mushroom entrée: Marinated and grilled Portobello mushroom filled with polenta, grilled vegetables, and fresh herbs. Serve with roasted mushroom tomato ragout, fresh fruit
 - Grilled tempeh and pasta entrée: Grilled fermented soy bean cake with sautéed zucchini and vegetables in a light tomato sauce served over pasta. Serve with fresh fruit

Dairy free diet: free of dairy foods or foods derived from dairy products

- **Avoid sources of dairy:** • Milk in any form • Cheese in any

- form • Cottage Cheese, Cream Cheese, and Sour Cream • Yogurt, Frozen Yogurt, Sherbet • Ice Cream and Ice Milk • Half and Half, Whipping Cream, and Coffee Cream • Pudding, Custard • Butter, including artificial butter flavor • Ghee • Margarine (unless labeled “dairy free” or Kosher) • Casein and Caseinates • Whey • Rennet • Lactose and Lactulose • Lactalbumin and Lactoglobulin • Curd (From <http://www.balancemindbodysoul.com/diets.html>)
- **Replacements for dairy products:** • Soy cheese • Soy products such as tempeh and tofu • Soy, rice or lactose free milk • Broth made from meat vegetable stock or tomatoes • Vegan margarine

Sample Registration Question:

Special Dietary Requests (check one or more)

- ☐ Vegetarian
- ☐ Vegan
- ☐ Dairy free diet
- ☐ Gluten free diet
- ☐ Food allergies other than gluten _____
- ☐ Other _____

Gluten free diet: free of foods derived from gluten-containing cereals

- **Avoid sources of gluten:** • Barley • Bran • Couscous • Flour (wheat) • Kamut • Malt • Matzo • Pasta • Rye • Seitan • Semolina • Soy Sauce • Spelt • Sprouted wheat or barley • Teriyaki Sauce • Triticale • Udon • Wheat • Beer • Brewer’s yeast • Coloring • Fillers • Flavorings • Graham flour • Hydrolyzed plant protein • Hydrolyzed vegetable protein • Mono- and diglycerides • Monosodium glutamate (MSG) • Spices • Textured vegetable protein (From <http://www.balancemindbodysoul.com/diets.html>)
- **Gluten free menu examples:**
 - o Stir fry entrée with rice
 - o Pasta entrée (with rice noodles or gluten free noodles)
 - o Burrito, taco, quesadilla (with corn tortilla)
 - o Breakfast items (eggs, omelets, gluten free pancakes and waffles)

energize your meetings instructions



Energize Your Meetings (EYM) is a guide to ordering healthy food for meetings and events. It is made up of several different parts, which are explained below.

Food & Beverage Standards

The goal of Energize Your Meetings is to strive for a Five Star meeting.

In order to reach each star, check each checkbox under the Standard, and you can say you have met that standard. The round bullets under each checkbox are *suggestions* for ways to meet that standard—it is not required to meet each suggestion in order to fulfill the checkbox.

You can skip certain checkboxes in certain situations.

One Star Standard, second checkbox “Provide a tobacco free environment.”

- If it is impossible to have a tobacco free environment due to your partners’ meeting places, skip that checkbox and strive for a Five Star meeting. However, it is very important to work on changing the meeting places to tobacco-free spaces.

Two Star Standard, third checkbox “Give participants an opportunity to inform you of dietary needs or restrictions before the event.”

- If your event is an open invitation and will have food, you do not need the whole sample registration question. If the invitation is sent out far enough in advance, you can state “refreshments will be served. Please inform X if you have any special dietary needs.”
- If no invitation goes out, or you have to plan food and beverages before the invitation goes out, skip this checkbox and strive for a Five Star Meeting.

Three Star Standard, fourth checkbox “Provide choice of low calorie beverages...”

- If you are not serving a high calorie drink (like soda pop), you do not have to serve an alternative lower calorie drink (like diet soda), so skip this checkbox and strive for a Five Star Meeting.

Four Star Standard, second, third and fourth checkboxes.

- If you are not serving grains at all, skip the second checkbox under Four Stars.
- If you are not serving dairy at all, skip the third checkbox under Four Stars.
- If you are not serving a protein at a light refreshment, skip the fourth checkbox under Four Stars (you should serve protein at meals, and it is a good idea to serve a protein at light refreshments).

Five Star Standard, last checkbox “Attempt to serve locally grown foods when possible.”

- This simply means that you should ask the caterer if it is possible to have some local foods at the meeting or event. Even if their answer is no, you should check the box.
- Foods that are likely to be sourced locally are fruits and dried fruit, vegetables, baked goods, eggs, dairy products, fish, meat and poultry.

If you are serving multiple meals and light refreshments at one meeting, figure out how many stars each meal and light refreshment achieves, and then take the average. To do that, add up the stars you get at each meal and light refreshment, and divide by the number of meals and light refreshments.

Physical Activity Suggestions

Share the 10 Physical Activity Suggestions with the person who sets the meeting agenda. These suggestions are not a part of the star system.

Menu Suggestions

We got these menu ideas from catering websites. They are not intended to be set in stone—you can work with your caterer to make them a reality. It is up to you and the caterer to come up with healthy menus for meetings and events.

Food and Beverage Recommendations

This tool is in black and white so you can fax it to a caterer if he or she needs more information on planning a healthy menu. We tried to make this list fairly comprehensive, but we also had to make it fit on (just over) a page. If you think something is missing, e-mail Amy.Ellings@DOH.WA.Gov.

Special Dietary Needs

This is on the back of the Food and Beverage Recommendations sheet. It is formatted to be faxed to a caterer if any of your attendees has a special dietary need and your caterer does not know how to handle the request. It is also intended to help you understand what to serve if you are providing the food yourself.

Questions?

Call the Washington State Nutrition and Physical Activity Program at 360-236-3754, or e-mail Amy Ellings at Amy.Ellings@DOH.WA.GOV.

Download Energize Your Meetings guidelines at

www.doh.wa.gov/cfh/NutritionPA/pdf_files/Energize-Your-Meetings.pdf





energize your meetings training guide



Energize Your Meetings Training Guide

Target Audience: Administrative staff, Procurement staff

Goals of Training Manual

1. Know how to use Energize Your Meetings (EYM) to plan food and beverages at meetings
2. Understand the process of following the Energize Your Meetings guidelines
3. Resolve issues that may arise as result of using EYM

Training Manual Outline

- ❑ Introduction
- ❑ Why Energize Your Meetings?
- ❑ Reading the guidelines
- ❑ Procedure for using EYM at DOH
- ❑ Evaluation
- ❑ Small group activities
- ❑ Tips on using EYM to plan healthy meetings

Introduction

We created this training manual to introduce you to the Energize Your Meetings document, which we've created from a lot of feedback from administrative staff, nutrition ideas, caterers, and feedback from policy folks here at DOH. We want you to clearly understand the process of following the new policies. We want you to know how to resolve any issues that may arise as a result of using the Energize Your Meetings guidance.

The first section makes the case for using Energize Your Meetings to plan meetings and events. The second section is an overview of the guidelines, and explains them in a little more depth. The third section provides several small group activities for you to choose from when working with a larger group. The fourth section has some general tips and talking points to use when using Energize Your Meetings. The fifth section talks more in depth about the changes to the DOH Meals with Meetings and Light Refreshments policies and procedures. The final section is about the different evaluations that we are asking you to take part in.

Why Energize Your Meetings?

- ❑ DOH Meals with Meetings and Light Refreshments policies have been updated to include Energize Your Meetings
- ❑ This is part of a larger scope of activities that DOH's Health and Productivity committee is taking on to make the food and physical activity environment healthier at work
- ❑ Lead the state in innovatively addressing Governor Gregoire's Washington Wellness priorities, which apply to all state agencies. The goal of Washington Wellness is to decrease healthcare costs and increase worker productivity.
- ❑ Following the guidelines models healthy behavior for customers and partners—after all, we are the Department of Health!
- ❑ Provide access to healthy foods—in other words, *make the healthy choice the easy choice* for meeting participants. This is not about taking people's choices away, but it is about allowing them to make healthy choices. This is in line with the Nutrition and Physical Activity State Plan, which works on the food and physical activity environment to make it easier for people to eat healthy and be active
- ❑ The guidelines are based on sound nutritional advice from state and national nutrition experts combined with real-life perspective from administrative staff who helped develop the guidelines

Reading the Guidelines

Food & Beverage Standards

The goal of Energize Your Meetings is to strive for a Five Star meeting. However, in order to not stress out you and your program staff, we have designed it so that even if you did nothing right now, you would probably meet at least the One Star standard.

In order to reach each star, check each checkbox under the Standard, and you can say you have met that standard. The round bullets under each checkbox are *suggestions* for ways to meet that standard—it is not required to meet each suggestion in order to fulfill the checkbox.

Food & Beverage Standards Clarifications

In general, you can skip some of the checkboxes if you are not serving that type of food for a meal or light refreshment. If you are not serving grains at all, skip the second checkbox under Four Stars. If you are not serving dairy at all, skip the third checkbox under Four Stars. If you are not serving a protein at a light refreshment, skip the fourth checkbox under Four Stars (you should serve protein at meals, and it is nutritionally positive to serve a protein at light refreshments).

If you are only serving light refreshments, and not serving the type of food found in all Standards, you can still get a five star meeting. Follow the healthy guidelines for the type of food you are serving, and *skip over* any type of food that does not apply. For example, if you are serving fruit, part skim string cheese and small brownies as light refreshments in the afternoon, you can claim a five star meeting since you are serving fruit, the dairy is low fat, the fat in brownies is healthy (not a hydrogenated or saturated fat), and the portion size is small. You must also ask if the caterer will provide locally grown fruit in order to get five stars, and you should have water available at the meeting—even if it is a water fountain it counts. Since you are not serving any high calorie drinks you do not have to serve a low calorie drink option, and since you are not serving a grain such as crackers, you can *skip over* two checkboxes: the low calorie drinks checkbox in Two Stars and the “whole grains” checkbox Four Stars.

If you are serving multiple meals and light refreshments at one meeting, figure out how many stars each meal and light refreshment achieves, and then take the average. To do that, add up the stars you get at each meal and light refreshment, and divide by the number of meals and light refreshments.

One Star Standard, second checkbox “Provide a tobacco free environment.” If this is impossible due to your partners’ meeting places, you may skip that box and strive for a Five Star meeting. However, know that it is very important to work on changing the meeting places to tobacco-free spaces.

Two Star Standard, third checkbox “Give participants an opportunity to inform you of dietary needs or restrictions before the event.” If your event is an open invitation and will have food, you do not need the whole sample registration question. If the invitation is sent out far enough in advance, you can state “refreshments will be served. Please inform X if you have any special dietary needs.” If there is no invitation that goes out, or you have to plan food and beverages before the invitation goes out, you may skip this checkbox and strive for a Five Star Meeting.

Four Star Standard, all checkboxes. If you are not serving grains at all, skip the second checkbox under Four Stars. If you are not serving dairy at all, skip the third checkbox under Four Stars. If you are not serving a protein at a light refreshment, skip the fourth checkbox under Four Stars (you should serve protein at meals, and it is nutritionally positive to serve a protein at light refreshments).

Five Star Standard, last checkbox “Attempt to serve locally grown foods when possible.” This simply means that you should ask the caterer if it is possible to have some local foods—such as apples from Washington instead of New Zealand—at the meeting or event. Even if their answer is – “sorry, we can’t do that” - if you ask, you should check the box.

Physical Activity Suggestions

Although you may not be the person planning the actual meeting, you can share these suggestions with the program staff by copying this page and putting it in their mailbox, or presenting it at a Unit meeting, or by e-mailing the whole document to your unit. These are not a part of the star system.

Menu Suggestions

We got these menu ideas from catering websites. They are not intended to be cut in stone—you can work with your caterer to make them a reality. It is up to you and the caterer to come up with some healthy menus for meetings and events.

Food and Beverage Recommendations

This tool is in black and white, and not attached to the rest of the EYM document so that you can fax it to a caterer if they need more information on how to plan a healthy menu. We tried to make this list fairly comprehensive, but we also had to make it fit on (just over) a page.

Special Dietary Needs

This is on the back of the Food and Beverage Recommendations sheet. It is formatted to be faxed to a caterer if any of your attendees has a special dietary need and your caterer does not know how to handle the request. It is also intended to help you understand what to serve if you are providing the food yourself.

Procedure for using EYM at DOH

- ❑ Access EYM at:
 - internal Health & Productivity Website at <http://dohweb/wellness/index.htm>
 - external Nutrition and Physical Activity site http://www.doh.wa.gov/cfh/NutritionPA/pdf_files/Energize-Your-Meetings.pdf
 - link from the internal Meals with Meetings and Coffee and Light Refreshments policies
- ❑ Use the Food and Beverage Standards, Menu Suggestions, and Recommended Foods List to plan your menu.
- ❑ Rate your menu using the Food and Beverage Standards. See the section in this guide “Reading the Guidelines” for clarification on rating your menus and meetings.
- ❑ **If you are serving multiple meals and light refreshments at one meeting**, figure out how many stars each meal and light refreshment achieves, and then take the average. To do that, add up the stars you get at each meal and light refreshment, and divide by the number of meals and light refreshments.
- ❑ When filling out the Meals with Meetings and Coffee and Light Refreshment request forms, you will see a new “Rate Your Meeting” scale on the bottom of that sheet. This is so we can keep track of meetings over time, and also track whether healthy meetings are costing more. Please judge your meeting offerings using the “Stars” from the Food and Beverage Standards.

Evaluation

- ❑ In November/December, your manager will ask you to complete an on-line survey on Opinion. Please fill this out—it will help us make Energize Your Meetings better, and will let us know if people are finding it easy to use, and being successful using it.
- ❑ The website will have a feature where you can submit questions/concerns to a nutrition consultant. The questions and answers will be posted on the website. This will be a way for us to know what kinds of issues are arising in real-time rather than waiting for the survey at 6 months.

Tips on Using EYM to Make Meetings Healthy

Talking with Caterers

- ❑ **The most important way to implement the EYM standards is to talk with your caterer.** They have the ability to make even slight changes to make the meeting healthier. For example, they can arrange to serve a light salad dressing on the side rather than a high fat salad dressing on the salad.
- ❑ When you start talking with a caterer, fax or e-mail them the EYM document so that they will understand exactly what you are talking about.
- ❑ Explain that EYM is all about providing access to healthy food—we aren't saying you have to completely take away sweets, but we *are* saying that they should be available in reasonable portion sizes, and there should be a healthy alternative (such as fruit) for those who want to eat healthy. See Recommended Foods and Beverages sheet for more examples.
- ❑ Tell your caterer what your goal is—to get the highest rated meeting possible within the per diem rate.
- ❑ Work with their pre-existing menus to make small healthy changes—use the Recommended Foods and Beverages sheet and the Menu Suggestions to do this.
- ❑ We asked several popular caterers in Seattle, Wenatchee, SeaTac and Olympia-- Is it possible to get a five star meeting within per diem? The resounding answer was "Yes!"

Troubleshooting Issues

Issue	Solution
Program staff does not want to follow the guidelines for a Five Star meeting.	<p>Explain that this is an agency-wide policy, and that you can start slow by meeting the One or Two Star Standards.</p> <p>Explain that EYM is all about providing access to healthy food—we aren't saying you have to completely take away sweets, but are saying that they should be available in reasonable portion sizes, and there should be a healthy alternative for those who want to eat healthy.</p>
Healthy foods cost more.	Healthy foods <i>do not</i> cost more in this case. The procurement office asked several caterers to comment on if they can provide a Five Star meeting within the state per diem rate—all of them came back with a positive response.
You <i>know</i> that meeting attendees will revolt if they do not get their cookies and sodas.	<p>Again, EYM is all about providing access to healthy food—we aren't saying you have to completely take away sweets, but are saying that they should be available in reasonable portion sizes, and there should be a healthy alternative for those who want to eat healthy.</p> <p>If you are providing regular calorie soda, also provide lower calorie beverages like diet soda or unsweetened iced tea for those who do not want to drink their calories.</p>

Small Group Activities

Rate Your Meeting (5-10 minutes)

- ❑ *Goal of activity:* Group will get to know the Food and Beverage Standards.
- ❑ *Moderator:* On a white board or flip chart, write heading “How healthy was your last meeting?” Then draw five columns, and label each with one through five stars. Make a post-it or sticker available to each participant.
- ❑ *Individuals:* Read over the Food and Beverage Standards (one star through five star) and rate your most recent meeting menu (One, Two, Three, Four, or Five). Grab a post it note or sticker and place it in the proper column on the white board.
- ❑ *Group:* Discuss

Review Recommended Foods List (15 minutes)

- ❑ *Goal of activity:* Group will get to know the different healthy options available and brainstorm issues that may arise when trying to order healthy options
- ❑ *Moderator:* Assign a writer and a reporter in each group.
- ❑ *Group:* Make three columns on flip chart paper labeled “Easy,” “Difficult” and “Important.” As a group, choose 5 easy, 5 difficult, 5 important items from the recommended foods and beverages list. Important means that they are difficult to implement, but that it is important to go the extra mile to do so. The group must decide among themselves; this will be an opportunity for small group discussion to resolve some of the issues they may see (10 minutes)
- ❑ Think about barriers that may arise when trying to use these guidelines, and be ready to discuss issues. Why did you put the items in difficult? Why did you put items in important? How can you overcome some of the barriers?
- ❑ *Group:* post paper on wall.
- ❑ *Report:* Review discussions and brainstorm ways to get around some of the barriers (5 minutes).

Talking to Caterers activity (15 minutes)

- ❑ *Goal of activity:* Group will practice talking about and making the case for planning a Five Star Standard using EYM. They will also gain insight in concerns that caterers may have by role-playing. (*Note: if this is not realistic, one person can be a program person who does not want to have a Five Star meeting, and the other is the administrative staff who wants to plan a Five Star meeting.*)
- ❑ *Moderator:* Walk among groups to make sure they are engaging in the activity.
- ❑ *Group:* Break into groups of two people in each group. One person is the caterer, and one person is the administrative staff working to get a five star meeting.
- ❑ *“Admin staff”:* Start out by describing EYM, and what you want from the caterer. Address issues and concerns by the caterer as they come up.
- ❑ *“Caterer”:* Think about some issues a caterer may have with meeting the guidelines.
- ❑ Switch roles.
- ❑ Discuss as a group any issues that came up when you were the caterer and when you were the admin staff.

Questions?

- ❑ Contact Amy Ellings in the Nutrition and Physical Activity section at 236-3754

Department of Health Policy

Title:	Meals with Meetings/Events	Number: 14.008
Procedure:	See associated procedure	
References:	RCW 43.03.050 , OFM SAAM Manual 70.15	
Applies to:	All DOH employees	
Contact:	Procurement Manager, Financial Services	
Effective Date:	June 1, 2006	Review Date: June 1, 2009
Supersedes:		
Approved:	Signed by Mary C. Selecky	Secretary, Department of Health

Policy Statement:

Costs for meals with meetings/events should be kept at a reasonable level and be fiscally advantageous to the state. Meals provided at meetings/events will meet the Department of Health's Energize Your Meetings/Events standards. RCW 43.03.050 (3) and (4) provides for reimbursement for meals, for certain business meetings/events (includes conferences, conventions, and formal training sessions) involving elected and appointed officials, and state employees.

Definitions:

Official State Business - Activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office.

Integral part of the meeting - An activity within a meeting that is essential to the completeness and efficiency of the meeting.

Regular Workplace - The location where a state employee or state official normally performs his/her work (excludes meeting and conference rooms).

Framework:

The Appointing Authority or designee may authorize providing meals for elected and appointed officials and state employees. This authority is intended for use when the agency convenes a meeting where business meals are served, and where all of the following conditions are met:

1. The purpose of the meeting is to conduct agency business or provide training sessions that benefit the state.
2. The meals are an integral part of the meeting.
3. Documentation of approval for meals with meetings/events must be in advance of the event.

4. The event must not be a regular meeting. The event must be a non-routine meeting or when conducting formal training.
5. A receipt must be obtained for actual costs of the meals, not to exceed the per diem rate.

Approvals must be in writing ([Subsection 70.15.30](#)). One-time approvals for board and commission meetings and formal training sessions can be made at the beginning of each fiscal year if specific dates are identified. The dates and locations of the meeting or event should be attached to the Meeting/Event Pre-Approval.

Expenditures for meals with meetings/events are prohibited in some cases

Agencies **may not** make expenditures for meals in the following situations:

- For anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.
- Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for meals for those whom agencies are not legally authorized to reimburse.

Review and Approval:

The Procurement Manager will be responsible for coordinating any updates or rescinding of this policy or its associated procedure(s) with the Labor Relations Manager in the Office of Human Resources. The Secretary, Department of Health, has full authority to review and approve this policy and associated procedure. The Secretary also has the authority to delegate this responsibility.

Procedure(s) for Policy 14.008 Meals with Meetings/Events

Key Function	Activity	Person(s) Involved
Acquire advance approval for meals with meetings/events	Ensure advance approval is requested and authorized for meals with meetings/events	Program Staff, Appointing Authority or designee

Link(s) to resources:

Pre-Approval Memo <http://dohweb.doh.wa.lcl/Ocpp/documents/MeetingPreApproval%20Memo.doc>

Energize Your Meetings/Events Standards (add link)

Procurement Request form http://dohweb.doh.wa.lcl/Ocpp/documents/Procurement_Request.doc

Policy 14.007 – Light Refreshments (add link)

PROCESS: Meals with Meetings/Events		
Steps	Activity or Event(s)	Person(s) Involved
1	<p>Request advance approval for meals with meetings/events. The requesting staff shall use a Meeting/Event Pre-Approval Memo and a Procurement Request form for this purpose.</p> <p>Documentation of advance approval for meals with meetings/events is required. The documentation should provide support for the authorization, including:</p> <ul style="list-style-type: none"> • The names of people invited to the event. If an organization is invited and the representative is not yet known, list the organization. Events include conferences, conventions, and formal training sessions), and • The purpose or accomplishments of the meeting. <p>For events with confidential attendees, submit a statement that a list of attendees is kept on file in the program office.</p>	Program Staff
2	Approve advance request for meals with meetings/events ensuring proper documentation is provided.	Appointing Authority or designee
3	Apply the Energize Your Meetings/Events standards in planning meetings/events.	Program Staff
4	Send approved documents and catering and meeting facility agreements to the Procurement Office for processing.	Program Staff; Procurement Staff

Department of Health Policy

Title:	Light Refreshments	Number: 14.007
Procedure:	See associated procedure	
References:	RCW 43.03.050 , OFM SAAM Manual 70.10 , RCW 41.60.015	
Applies to:	All DOH employees	
Contact:	Contracts and Procurement Manager, Financial Services	
Effective Date:	February 17, 2006	Review Date: February 17, 2009
Supersedes:		
Approved:	Signed by Mary C. Selecky	Secretary, Department of Health

Policy Statement:

The Department of Health may, but is not required to provide light refreshments at agency sponsored meeting/events and formal training sessions. This policy does not apply to "Meals with Meetings" (see policy on Meals with Meetings or OFM travel regulations). As responsible stewards of public funds, costs for light refreshments should be kept at a reasonable level, and will meet the department's Energize Your Meetings/Events standards.

Definitions:

Event - An event is a meeting, conference, convention or formal training session – not to include employee recognition events. Employee recognition events must follow RCW 41.60.150.

Official State Business - Activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office.

Integral part of the meeting - An activity within a meeting that is essential to the completeness and efficiency of the meeting.

Framework:

As referenced in the OFM State Administrative & Accounting Manual (SAAM) 70.10, light refreshments are allowable at DOH events if all the following conditions are met:

1. The purpose of the meeting is to conduct agency business or provide training sessions that benefit the state.
2. The light refreshments are an integral part of the meeting.
3. Documentation of approval for light refreshments must be in advance of the event.
4. The event must not be a regular meeting. The event must be a non-routine meeting or when conducting formal training.

5. A receipt must be obtained for actual costs of the light refreshments.

A pre-approval memo must be completed, justifying the serving of light refreshments and be signed by the Appointing Authority or designee. The pre-approval memo is then sent to the Procurement Office with the procurement request and list of invitees.

All authorized boards, commissions, and advisory bodies may provide light refreshments at their official public meetings including executive sessions.

For day-long meetings or events, light refreshments can be provided for either the morning or afternoon, but not both. Beverages may be served throughout the day.

Expenditures for light refreshments **are prohibited** for:

1. Anniversaries of agencies, receptions for new, existing and/or retiring employees or officials, election celebrations, etc.
2. Any "hosting" activities. Hosting includes but not limited to those activities intended either to lobby a legislator or a governmental official, or to be a social rather than governmental business event, and include expenditures for meals for those whom agencies are not legally authorized to reimburse.

The Appointing Authority or designee may approve the serving of light refreshments in the conduct of official state business. This authority is not intended for use with the normal daily business of employees or officials.

Review and Approval:

The Contracts and Procurement Manager will be responsible for coordinating any updates or rescinding of this policy or its associated procedure(s) with the Labor Relations Manager in the Office of Human Resources. The Secretary, Department of Health, has full authority to review and approve this policy and associated procedure. The Secretary also has the authority to delegate this responsibility.

Procedure(s) for Policy 14.007 - Light Refreshments

Key Function	Activity	Person(s) Involved
Acquire advance approval for light refreshments	Ensure advance approval is requested and authorized for light refreshments at meetings/events	Program Staff, Appointing Authority or designee

Link(s) to resources:

Pre-Approval Memo <http://dohweb.doh.wa.lcl/Ocpp/documents/MeetingPreApproval%20Memo.doc>

Energize Your Meetings/Events standards: (add link)

Procurement Request form http://dohweb.doh.wa.lcl/Ocpp/documents/Procurement_Request.doc

Policy 14.008 – Meals with Meetings (add link)

PROCESS: Meals with Meetings/Events		
Steps	Activity or Event(s)	Person(s) Involved
1	<p>Request advance approval for providing light refreshments for meetings/events. The requesting staff shall use a Meeting/Event Pre-Approval Memo and a Procurement Request form for this purpose.</p> <p>Documentation of advance approval for light refreshments is required. The documentation should provide support for the authorization, including:</p> <ul style="list-style-type: none">• The names of the state organizations and persons invited to attend the meeting (includes conferences, conventions, and formal training sessions), and• The purpose or accomplishments of the meeting. <p>For events with confidential attendees, submit a statement that a list of attendees is kept on file in the program office.</p>	Program Staff
2	Approve advance request for light refreshments ensuring proper documentation is provided.	Appointing Authority or designee
3	Apply the Energize Your Meetings/Events standards in planning meetings/events with light refreshments.	Program Staff
4	Send approved documents and any catering and meeting room agreements to Procurement Office for processing.	Program Staff



Meeting/Event Pre-Approval

DATE:

TO:

FROM:

The _____ Program is conducting a:

☐ Conference ☐ Meeting ☐ Staff Recognition ☐ Training ☐ Other _____

Title of Meeting: _____

Purpose of Meeting: _____

Date: _____ Start Time: _____ End Time: _____

Complete *physical address of meeting location*, including room number: _____

This meeting/event is:

<input type="checkbox"/> CLOSED This event is closed to the public , the specific audience <i>is known</i> , and the attendees do not require a barrier-free facility.	<input type="checkbox"/> OPEN This event is open to the public and the specific audience is <i>not known</i> . The requested facility is on the DOH ADA approved facilities list. ADA recertification, by both vendor and DOH representative must be completed on the day of the event.
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Facility

- ☐ The Inside Washington website: <http://inside.wa.gov/meeting.htm> has been checked for a state facility.
☐ The rental/catering agreement/contract has been approved by Procurement.

Justification for using a non-state facility:

- ☐ No state facility was available on the required date.
☐ No state facility is available in the required event area.
☐ No state facility is available to meet our capacity requirements.

Light Refreshments ☐ a.m. ☐ p.m.

Meals

- ☐ The purpose of the event is to conduct official state business, or to provide training
☐ The meal is an integral part of the event. Please explain: _____
☐ The meal was approved prior to the event.
☐ The event is non-routine.

Energize Your Meetings Standards

☐ Five Star ☐ Four Star ☐ Three Star ☐ Two Star ☐ One Star

Date: _____

Signature Authority Signed Name & Title

Please check the Signature Authorization Database, <http://dohweb3/sigauth/>, **prior** to obtaining signature.

